

# **TRAINING TIDBITS**

## **2019 Fourth Quarter Schedules**

The calendars for October/November/December of 2019 are enclosed in the back of this newsletter. If you would like a copy of the “Staff Training Grid” for your worksite, please contact the Training Unit Secretary, Sarah Guy by phone (517) 323-9610 ext. 2353 or email [guy@ceicmh.org](mailto:guy@ceicmh.org) Please check these grids against your records to ensure that your staff roster matches our staff list for your worksite.

**REMINDER FOR INCLEMENT WEATHER! If the Lansing School District cancels school for the day, classes at the Training Unit will also be closed (this does NOT include Recipient Rights)**

### **TRAINING UNIT WILL BE CLOSED ON THE FOLLOWING DATES:**

November 5th—Election Day (*RRO will still be held at Foster Center*)  
November 11th — Veterans Day Holiday  
November 28th —Thanksgiving Holiday  
November 29th—Thanksgiving Holiday  
December 24th – Christmas Eve Holiday  
December 25th—Christmas Day Holiday  
December 31st—New Years Eve Holiday  
January 1st—New Years Holiday

### **THERE WILL BE NO CLASSES AT THE TRAINING UNIT ON THE FOLLOWING DATES**

*\*Training Unit staff will be available to assist with record requests and Tests*

October 4th —Administrative Day  
October 8th—Administrative Day (*RRO will still be held at Foster Center*)  
October 10th—Administrative Day  
October 23rd—Administrative Day (*RRO will still be held at Foster Center*)  
November 19th—Administrative Day  
December 3rd—Administrative Day (*RRO will still be held at Foster Center*)

**\*The Recipient Rights Orientation class is located at the Foster Center (200 N Foster, Lansing 48912) in Room 213**

**\*\*If a Recipient Rights Orientation class lands on an ADMINISTRATIVE day, the Recipient Rights Orientation will still be held at the Foster Community Center**

# **Training Unit Business Hours:** **Monday through Friday 8:00am—4:00pm**

- **All classes are offered on a first come/first serve basis; there is no pre-registration for ANY class held at the Training Unit (this also includes Recipient Rights Orientation which is held at the Foster Community Center)**
- **Staff can sign-in for class no earlier than 8:00am with a VALID Training Card**
- **Late arrivals beyond 10 minutes of the class start time will be given a Turn Away slip and will be asked to return to the next scheduled training**
  - **If you are in need of more Training Cards for your staff, please email: [finance-contracts@ceicmh.org](mailto:finance-contracts@ceicmh.org)**
- **For any completed Online Training you have taken from CMHA-CEI's public website, please fax the [answer sheet only](#) to 517-327-0396 or scan & email the answer sheets to: [training@ceicmh.org](mailto:training@ceicmh.org)**

**Updated Training Grid for AFC and CLS/Respite Staff**

**Culture of Gentleness = Working with People 1 & 2**

<b>CMHA-CEI Training Grid For Contract Providers</b>			
I = Only Needed Initial Upon Hire			
A= Need Initial and Annually			
2 = Needed Initially and every 2 years			
<b>Training</b>	<b>Initial Requirements</b>	<b>AFC Group Home Staff</b>	<b>CLS and Respite Staff</b>
<b>**Recipient Rights -Initial in Classroom*</b>	30 days of hire	A	A
<b>**CPR &amp; First Aid - Classroom</b>	30 days of hire	2	2- first aid only
Blood Borne Pathogen	30 days of hire	A	A
Person-Centered Planning	30 days of hire	A	A
Corporate Compliance	90 days of hire	A	A
Cultural Competency & Diversity	90 days of hire	A	A
<b>**Culture of Gentleness - Classroom</b>	90 days of hire	I	
Environmental Safety	90 days of hire	I	I
Privacy & Security	30 days of hire	A	A
Limited English Proficiency (LEP)	90 days of hire	A	A
<b>**Basic Health &amp; Medications - Classroom</b>	90 days of hire	2	2 - if passing Meds
De-escalation Skills	90 days of hire	I	I
Trauma Informed Care	90 days of hire	I	I

**\*\*Classroom trainings are taken through CMHA-CEI training Unit, a schedule of trainings can be found through the CMHA-CEI website**

**Non-Classroom training material can be found on the CMHA-CEI website under the provider tab, the completed tests are sent to the training unit for scoring and tracking**

**CEI-CMHA TRAINING UNIT**  
 3200 Remy Drive  
 Lansing Mi, 48906  
 (517) 323-9610 fax (517) 327-0396

# October 2019

★ **Recipient Rights Orientation Dates & Location**  
**10/8/19:** 9:00a—12:30p 200 N Foster, Lansing 48912 Room 213  
**10/23/19:** 1:00p—4:30p 200 N Foster, Lansing 48912 Room 213

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 ★ = RRO	30 BLS 9:00a—12:30p (CEI staff only)	1 CPR/FA 9:00a—3:30p	2 MRC 9:00a—12:00p	3 CPR/FA 9:00a—3:30p	4 ADMIN NO CLASS	5
6 See Other side for Key to Abbreviations	7 DST 1:00p—4:00p	8 ★ ADMIN NO CLASS	9 CPR/FA 9:00a—3:30p	10 ADMIN NO CLASS	11 CPR/FA 9:00a—3:30p	12
13	14 CPR/FA 9:00a—3:30p	15 BHM 9:00a—4:00p	16 BHM 9:00a—2:00p	17 CPR/FA 9:00a—3:30p	18 MRC 9:00a—3:30p	19
		<b>2 DAY CLASS</b>				
20	21 CPR/FA 9:00a—3:30p	22 CPR/FA 9:00a—3:30p	23 ★ ADMIN NO CLASS	24 WWP-1 9:00a—4:00p	25 WWP-2 9:00a—4:00p	26
				<b>2 DAY CLASS</b>		
27	28 DST 1:00p—4:00p	29 BHM 9:00a—4:00p	30 BHM 9:00a—2:00p	31 CPR/FA 9:00a—3:30p	1 MRC 9:00a—12:00p	2
		<b>2 DAY CLASS</b>				<b>Continued on next page</b>

KEY TO CLASS ABBREVIATIONS					
CLASS	NAME	CLASS	NAME	CLASS	NAME
ADMIN	Administration (No Class)	RR	Recipient Rights Orientation	PSS	Personal Safety Skills
DST	De-escalation Skills Training	CPR/FA	CPR, First Aid, AED	SPD	Sensory Processing Disorders
BHM	Basic Health & Medi- cations	MRC	Medication Review Class	SL	Sign Language
BLS	Basic Life Support (CEI staff only)	NTR	Nutrition	TT	Transfer Techniques
BMC	Body Mechanics Class	PCP	Person Centered Planning And Self Determination	WWP-1	Working with People 1
				WWP-2	Working with People 2

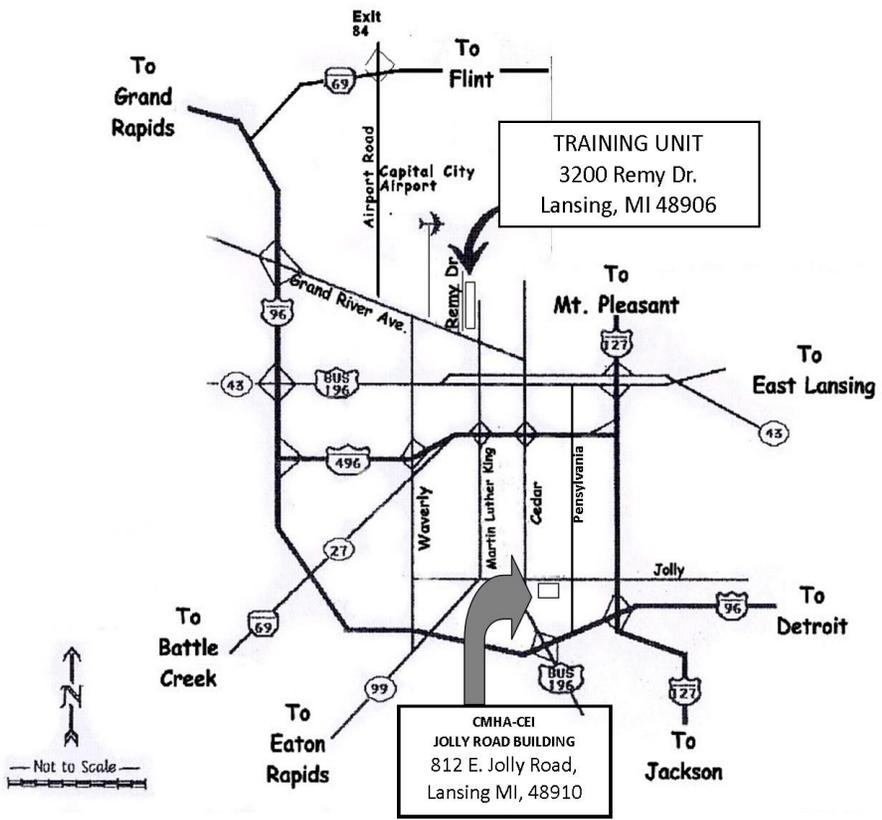
TRAINING UNIT STAFF CONTACT INFORMATION		
	By phone	By e-mail
Main Number	517-323-9610	training@ceicmh.org
	Fax – 517-327-0396	
Sarah Guy	Ext. 2353	guy@ceicmh.org
Bridget Doyle	Ext. 2339	doyle@ceicmh.org
Kerry Orr	Ext. 2340	orrk@ceicmh.org
Linda Taylor	Ext. 2341	taylorl@ceicmh.org

**DIRECTIONS TO CMHA-CEI TRAINING UNIT**

- From CEI on Jolly Road
- Go west on **Jolly** to **Martin Luther King**
- Go north on **Martin Luther King** to **Grand River Ave.**
- From the Corner of **Martin Luther King** and **North Grand River**
- Go west on **Grand River** (toward the Capital City Airport)
- Go .7 miles to **Remy Drive**, turn right (north)
- From the Corner of **Waverly** and **North Grand River**
- Go 1 mile east to **Remy Drive** on your left
- .4 miles after the entrance to the Capital City Airport (1st stoplight)

There is an “AIS Construction Company” on the corner of Remy and Grand River with big yellow construction machines. Immediately after making your turn, you will see a sign for Community Mental Health—Transitions North by a long beige aluminum building to your right. There is a parking lot between Remy and the building that wraps around the back of the building—park in this back parking lot. Go into the door with the CMH Training Unit sign over the top.

**If you get lost, call: 323-9610, ext. 0 for assistance.**



**CEI-CMHA TRAINING UNIT**  
 3200 Remy Drive  
 Lansing Mi, 48906  
 (517) 323-9610 fax (517) 327-0396

# November 2019



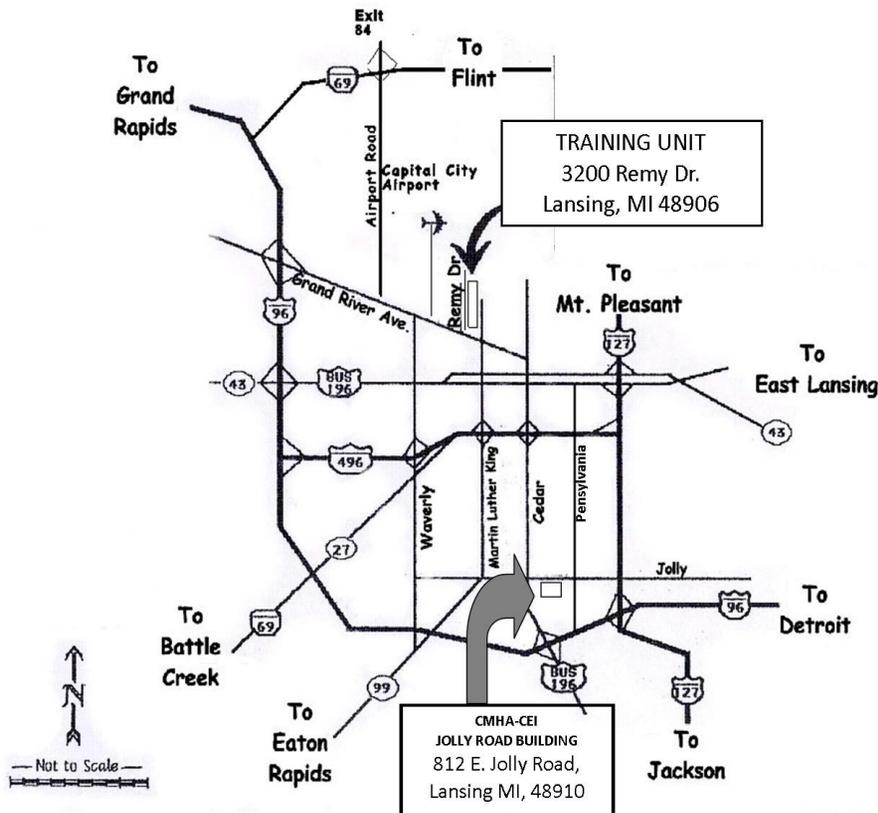
**Recipient Rights Dates & Location**

**11/5/10:** 9:00a—12:30p 200 N Foster, Lansing 48912  
 Room 213  
**11/20/19:** 1:00p—4:30p 200 N Foster, Lansing 48912  
 Room 213

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 ★ = RRO	28 DST 1:00p—4:00p	29 BHM 9:00a—4:00p	30 BHM 9:00a—2:00p	31 CPR/FA 9:00a—3:30p	1 MRC 9:00a—12:00p	2
<b>2 DAY CLASS</b>						
3	4 CPR/FA 9:00a—3:30p	5 ★ <b>ELECTION DAY NO CLASS</b>	6 MRC 9:00a—12:00p	7 TT <u>9:00a—11:00</u> DST 1:00p—4:00p	8 CPR/FA 9:00a—3:30p	9
10	11 <b>HOLIDAY NO CLASS</b>	12 MRC 9:00a—12:00p	13 CPR/FA 9:00a—3:30p	14 BHM 9:00a—4:00p	15 BHM 9:00a—2:00p	16
				<b>2 DAY CLASS</b>		
17	18 CPR/FA 9:00a—3:30p	19 <b>ADMIN DAY NO CLASS</b>	20 ★ CPR/FA 9:00a—3:30p	21 WWP-1 9:00a—4:00p	22 WWP-2 9:00a—4:00p	23
				<b>2 DAY CLASS</b>		
24	25 PSS <u>9:00a—11:00a</u> DST 1:00p—4:00p	26 CPR/FA 9:00a—3:30p	27 MRC 9:00a—12:00p	28 <b>HOLIDAY NO CLASS</b>	29 <b>HOLIDAY NO CLASS</b>	30

KEY TO CLASS ABBREVIATIONS					
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DST	De-escalation Skills Training	CPR/FA	CPR, First Aid, AED	SPD	Sensory Processing Disorders
BHM	Basic Health & Medi- cations	MRC	Medication Review Class	SL	Sign Language
BLS	Basic Life Support (CEI staff only)	NTR	Nutrition	TT	Transfer Techniques
BMC	Body Mechanics Class	PCP	Person Centered Planning And Self Determination	WWP-1	Working with People 1
				WWP-2	Working with People 2

TRAINING UNIT STAFF CONTACT INFORMATION		
	By phone	By e-mail
Main Number	517-323-9610 Fax – 517-327-0396	training@ceicmh.org
Sarah Guy	Ext. 2353	guy@ceicmh.org
Bridget Doyle	Ext. 2339	doyle@ceicmh.org
Kerry Orr	Ext. 2340	orkk@ceicmh.org
Linda Taylor	Ext. 2341	taylorl@ceicmh.org



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 (517) 323-9610 fax (517) 327-0396

# December 2019

**★ Recipient Rights Dates & Location**  
**12/3/19** 9:00a—12:30p 200 N Foster, Lansing 48912  
 Room 213  
**12/18/19** 1:00p—4:30p 200 N Foster, Lansing 48912 Room  
 213

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			<b>2 DAY CLASS</b>			
8 See Other side for Key to Abbreviations	9 PCP/SD 1:00p—4:00p	10 MRC 9:00a—12:00p DST 1:00p—4:00p	11 CPR/FA 9:00a—3:30p	12 BHM 9:00a—4:00p	13 BHM 9:00a—2:00p	14
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29	30 MRC 9:00a—12:00p	31 HOLIDAY NO CLASS	1 HOLIDAY NO CLASS	2 BHM 9:00a—4:00p	3 BHM 9:00a—2:00p	4
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